

PRINCE GEORGE'S COUNTY GOVERNMENT
COUNTY RECORDS CENTER
RECORDS RETENTION SCHEDULE

T/AGY Office of Central Svcs DIVISION Operations Division SUBDIVISION Admin. Services

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
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I.	* <u>Retention Schedule</u>	Retain as current until superseded; retain in the Transitory Files for one year then destroy.	Administrative Office Files
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II. * Transitory Records

A.	* Superseded Documents	Retain for one (1) year then destroy.	Administrative Office Files
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B.	<u>Delinquent Records</u>	Retain for two (2) years in the Admin Files then destroy.	Administrative Office Files
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SUBMITTING: Gregory P. Harrod

OFFICIAL Name/Title

Anna M. Powell

REVIEWING: Record Center Supervisor

OFFICIAL Name/Title

Edward C. Papenfuse

APPROVAL: State Archivist

OFFICIAL Name/Title

Signature/Date

Signature/Date

Signature/Date

Supersedes Document
Dated: Jan 26, 1979

MAR 9 1993

* Mandatory items on all Prince George's County Government Retention Schedules.

RECORDS RETENTION SCHEDULE
(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
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III.	Section Administrative Records		
A.	Personnel Information		
1.	Employee Files	Retain for employee's tenure in the section; upon separation, place in superseded files.	Administrative Office Files
2.	Duplicate Time Sheets	Retain for two (2) years then destroy.	Administrative Office Files
3.	Employee Leave Requests	Retain for two (2) years then destroy.	Administrative Office Files.
4.	Office of Personnel Job Specifications	Retain until supeseded then place in superseded files.	Administrative Office Files.
5.	Miscellaneous Personnel Information	Retain for two (2) years then destroy.	Administrative Office Files.
B.	General Correspondence		
1.	Incoming Correspondence	Retain for five (5) years then destroy.	Administrative Office Files
2.	Outgoing Correspondence	Retain for five (5) years then destroy.	Administrative Office Files
3.	Trace Items	Retain for three (3) years then destroy.	Administrative Office Files
C.	Monthly Reports and Associated Information	Retain for five (5) years then destroy.	Administrative Office Files
1.	Monthly Status Reports		
2.	Monthly Minority Business Enterprise Reports		
D.	<u>Maintenance Records</u>		
1.	Vehicle Records	Retain for seven (7) years then destroy.	Administrative Office Files
2.	Building Records	Retain for three (3) years then destroy.	Administrative Office Files
E.	<u>Financial Documents/Information</u>		
1.	Requisitions	Retain for five (5) years then destroy.	Administrative Office Files
2.	Purchase Orders	Retain for five (5) years then destroy.	Administrative Office Files
3.	Field Purchase Orders/Log	Retain for five (5) years then destroy.	Administrative Office Files

RECORDS RETENTION SCHEDULE
(CONTINUATION FORM)

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
D.	Stores Requests	Retain for five (5) years then destroy.	Administrative Office Files
E.	Receiving Reports	Retain for five (5) years then destroy.	Administrative Office Files
F.	Call Number Approval Forms	Retain for five (5) years then destroy.	Administrative Office Files
G.	Financial Reports	Retain for five (5) years then destroy.	Administrative Office Files
H.	Budget Documentation	Retain for five (5) years then destroy.	Administrative Office Files
IV.	<u>Equipment Bills</u>		
A.	Copy Center Bills	Retain for five (5) years then destroy.	Administrative Office Files
	1. Copiers		
	2. Accountor Equipment/Service		
B.	Print Shop Bills	Retain for five (5) years then destroy.	Administrative Office Files
	1. High Speed Duplicators		
	2. Maintenance Agreements		
	3. Purchase Orders		
	4. Field Purchase Orders		
C.	Records Center Bills	Retain for five (5) years then destroy.	Administrative Office Files
	1. Maintenance Agreements		
	2. Purchase Orders		
	3. Field Purchase Orders		
V.	<u>Equipment and Furnishing Listings</u>		
A.	Fixed Assets Listing	Retain until superseded then place in superseded files.	Administrative and Area Office Files.
B.	Equipment Turn-In Listing	Retain for five (5) years then destroy.	Administrative and Area Office

RECORDS RETENTION SCHEDULE
(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
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VI. Copy Center Records

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| A. | CAB Copy Center Records | Retain for three (3) years
then destroy. | CAB Copy Center |
| 1. | Request Ticket Files | | |
| 2. | Cash Copy Records | | |
| 3. | Copier Fleet Production Listing | | |
| 4. | Word Processing Operation Records | | |
| 5. | Supply Inventory | | |
| 6. | Financial Records | | |
| 7. | Log Books | | |
| 8. | General Correspondence | | |
| B. | LGC Copy Center Records | Retain for three (3) years
then destroy. | LGC Copy Center |
| 1. | Request Ticket Files | | |
| 2. | Cash Copy Records | | |
| 3. | Production Listing | | |
| 4. | Supply Inventory | | |
| 5. | Financial Records | | |
| 6. | Log Books | | |
| 7. | General Correspondence | | |

RECORDS RETENTION SCHEDULE
(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
VII. <u>Records Center Records</u>			
A.	General Correspondence	Retain for three (3) Years then destroy.	Rec Supv Off
B.	Retention Schedule Files	Retain for three (3) years then destroy.	Records Center
C.	Transmittal Files	Retain for five (5) years or the expiration of the retention period whichever is shorter.	Records Center
D.	Destruction Records	Retain permanently and transfer periodically to the MD StateArchives.	Records Center
E.	Requests Files	Retain until superseded then place in superseded files.	Records Center
F.	Supply Requests Records	Retain for five (5) years in Rec Supv Off. then destroy	Rec Supv Off
G.	Requisition Records	Retain for three (3) years then destroy.	Rec Supv Off
H.	Billing Records	Retain for five (5) years in Records Supv Office then destroy.	Rec Supv Off
I.	Current Projects Records	Retain in Rec Supv Off for two (2) years or project completion whichever is shorter then transfer to completed projects records.	Rec Supv Off
J.	Completed Projects Records	Retain for three (3) years in Rec Supv Off then destroy	Records Center
K.	Monthly Reports	Retain for two (2) years then destroy.	Records Center

RECORDS RETENTION SCHEDULE
(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
VIII. <u>Print Shop Records</u>			
A.	General Correspondence	Retain for three (3) years then destroy.	Print Shop
B.	Supply Request Records/Log Cards	Retain for five (5) years then destroy.	Print Shop
C.	Requisition Files	Retain for five (5) years then destroy.	Print Shop
D.	Job Files	Retain for five (5) years then destroy.	Print Shop
	1. Completed Request Files		
	2. Log-In Book		
	3. Job Control Book		
	4. Printing Request Files		
	5. Charge Sheet Files		
	6. Batch Control Files		
E.	Purchase Order Records	Retain for five (5) years then destroy.	Print Shop
F.	Stores Request Records	Retain for five (5) years then destroy.	Print Shop
G.	Inventory Records	Retain for five (5) years then destroy.	Print Shop
H.	Fixed Assets Listing	Retain until superseded then place in superseded files.	Print Shop
I.	Property Turn-In Records	Retain for five (5) years then place in superseded files.	Print Shop
J.	Expense Distribution Records	Retain for five (5) years then destroy.	Print Shop
K.	Vendor Supply Records	Retain for five (5) years then destroy.	Print Shop

RECORDS RETENTION SCHEDULE
(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
L.	Personnel Files	Retain for employee's tenure place in superseded files upon employee's separation from section.	Print Shop
1.	Leave Request Records		
2.	Disciplinary Actions		
M.	Plate Files and Cross-Reference Log	Retain until superseded then place in superseded files.	Print Shop
N.	Bindery Records	Retain for five (5) years then destroy.	Print Shop
O.	Outside Charge Records	Retain for five (5) years then destroy.	Print Shop
1.	Bindery Records		
2.	Composition Records		
IX.	<u>Forms Management Records</u>		
A.	Forms Register Cards	Retain until form rescinded then place in rescinded forms.	Administrative Office Files
B.	Forms Management Activity Records	Retain until form rescinded then place in rescinded forms.	Administrative Office Files
C.	Request for Approval and Development of Forms Records	Retain until form rescinded then place in rescinded forms.	Administrative Office Files
D.	Request for Review of Form Records	Retain until form rescinded then place in rescinded forms.	Administrative Office Files
E.	Analysis of Annual Forms Review Records	Retain for five (5) years then destroy.	Administrative Office Files
F.	Forms Index Records	Retain for five (5) years then destroy.	Administrative Office Files
G.	Forms Library		
1.	Current Forms	Retain until form rescinded then place in rescinded forms.	Administrative Office Files
2.	Rescinded Forms	Retain for two (2) years then destroy.	Administrative Office Files.

RECORDS RETENTION SCHEDULE
(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
X.	<u>Mailroom Records</u>		
A.	General Correspondence	Retain for five (5) years then destroy.	Central Mailroom
B.	Supply Records	Retain for five (5) years then destroy.	Central Mailroom
C.	Financial Records	Retain for five (5) years then destroy.	Central Mailroom
D.	Requisitions	Retain for three (3) years then destroy.	Central Mailroom
E.	Maintenance Records	Retain for three (3) years then destroy.	Central Mailroom
F.	Equipment Records	Retain until superseded or equipment is replaced then place in superseded files.	Central Mailroom
G.	Vehicle Records	Retain until vehicle replacement then place in superseded files.	Central Mailroom
H.	Monthly Reports	Retain for five (5) years then destroy.	Central Mailroom
I.	Production Records	Retain for five (5) years then destroy.	Central Mailroom
	1. Volume Reports		
	2. Billing		
	3. Recoveries		